

# YEAR 10 AND 12 RETURN TO SCHOOL INFORMATION FOR PARENTS

## Cleaning and Hygiene during lockdown

Since lockdown begun, we have deep cleaned the entire school and put in place strict measures to maintain cleanliness, as follows:

### **Our deep cleaning routines since school closed in March**

Our cleaning contractor has been very busy. They have worked continuously since school closed. A complete deep clean of the school has been completed and rooms have been closed off to make sure that there is no risk of reinfection with the virus. Any access to these areas has then been under strict control measures.

### **Cleaning of areas being used by students of key workers who are in school on a daily basis**

The students of key workers are only using set areas of the school and only one set of staff and student toilets. These areas are cleaned daily by the cleaning contractor. Doors are propped open in these areas when unlocking takes place each morning, minimising the need for students or staff to touch usual high contact areas such as door handles, frames and touch plates.

### **Hygiene routines being followed by the students of keyworkers who are in school**

When the students arrive in school, the first thing they do is wash their hands. They are allocated their own desk and computer station to minimise the risk of spread of the virus. Throughout the day the students are reminded to wash their hands regularly, for example, after breaks and as transitioning between activities.

## Cleaning and Hygiene once Year 10 and 12 partially return from 15 June

We will continue to liaise closely with our cleaning contractor to ensure that cleaning resources are correctly targeted. It is a complex puzzle, with the following control steps put in place:

### **Cleaning routines from 15 June**

The following routines will be in place:

- Classroom doors are propped open from the start of the day for all areas designated for use that day.
- These doors stay propped open (unless we need to evacuate the school for an emergency, in which case the teacher will shut them as they leave the building), until the room has been cleaned in the evening, at which time it will be closed and a sign put up to confirm it has been cleaned and is ready for use the next day.
- This reduces the need for staff or students to touch the high contact areas as noted previously.
- Only identified toilet blocks will be used, this allows the day cleaner to check these more often during the day and wipe down high contact areas more frequently.
- Each classroom will have a marked spray cleaner and cloths to be used by the adult in the room to wipe down any tables, chairs, door frames etc as needed, should there be a need to use the room for more than one group of students before the evening clean.

### **Hygiene routines from 15 June**

The following routines will be in place:

- When students arrive in school, whether at the front or back of the school, there will be 2m distanced standalone hand wash stations for them to wash their hands on arrival. These will be supervised by staff.
- Students will be briefed on arrival and reminded about the importance of maintaining their hygiene routines.
- On the entrance to each block within school, there will be hand sanitiser stations, with hand sanitiser that is Covid safe.
- Every classroom will have its own hand sanitiser supply that can be given to students to use by the adult with them as needed.

- Any students using toilet facilities will be reminded about the need for hand washing. All of our student toilets have flushes and taps that work on sensors and so are touch free.
- Before any break, students will be reminded that they need to use the stand alone hand wash stations before returning to the classrooms.
- There will be signage in key places around the school reminding students of the importance of following the hygiene routines.
- We have ensured that we have sufficient supplies in stock of anti-bacterial soap and hand sanitiser, these will be checked and refilled regularly.

## Management of visitors to the school site

Visitors to school will be actively discouraged. Where we can, meetings will continue to take place virtually. We know that this is not always possible to do and we have therefore put the following controls in place:

- Visitors will be asked to make appointments in advance.
- Visitors must, as they did previously, report to reception on arrival.
- A standalone hand wash unit will be outside of reception and all visitors must use this before entering any school building.
- We also have hand sanitiser in the main reception for visitors to use.
- The reception staff have set routines to follow to ensure that we are minimising the risk of any virus transmission into school.
- We will be setting up meeting areas where we can be sure we can meet the 2m distancing guidelines.
- Where this is not possible we have portable sneeze screens that will be used as a barrier between the two parties.
- All visitors will be escorted during their visit, even if they have the DBS clearances to allow them to be unescorted, to ensure that no unauthorised areas are accessed.

## Social Distancing

### Social distancing routines when Year 10 and Year 12 students return to school

In line with the most recent Government guidance ([link here](#)), a maximum of one quarter of Year 10 and Year 12 will be on site on any given day. They will arrive and leave at different times, and these also stagger the primary school's staggered start and finish times. We ask that student's being dropped off by car, are dropped off at the science building end of the car park, they will then be met by staff who will help them get into the routines of social distancing by first going through the hand wash stations.

Year 12 students will be allocated to a room for the day they are in school. They will go to that room and will be based there for the whole day, in a social bubble of one member of staff and a maximum of 12 students.

Year 10 students will move around a little more and may see more than one teacher on any one day in line with the Government guidelines. This is necessary for them to benefit sufficiently from their time in school.

All students will be reminded about social distancing by all staff as needed. This will be supported by clear signage around the school, both on the floor, in walkways, on doors and walls.

### Classroom layouts to allow for social distancing

We have assessed all classrooms and have moved layouts to ensure that only the right number of students is in any classroom in order to maintain 2m distancing. Floors are marked so that desks and chairs can be repositioned when cleaned that evening to ensure this is maintained. Not all classrooms accommodate the same number of students and this is taken into account when we are rooming the groups for their lessons.

### Toilet facilities

As mentioned earlier in this document, specific toilet blocks will be opened for students. These have been identified because they are easily accessible and the footprint of the toilet block is larger than most. The vision into these blocks is good and we will have signage up to remind students to only enter when they can queue maintaining the 2m distance rule. The floors will be marked to support the students with this.

## **Catering Provision**

### **Catering provision from 15 June**

Unfortunately, between now and the end of the current term we are not able to provide a catering provision for students. We would ask that your child brings in sufficient food and drink for the day. They will be encouraged to take all wrappers, containers and drinks bottles home with them again at the end of each session in school.

### **Free school meal entitlements**

We will continue to send supermarket vouchers home each week which can then be used by parents to provide a packed lunch to bring in to school each day. Please remember that if your circumstances have changed at home and you think you might now be entitled to this support; you can make an application. These are being assessed quite quickly and if we are told you have a new entitlement, we can then support you with vouchers. A link to the application form can be found [here](#).

### **The use of drinking fountains and drinks machines**

In order to minimise the risk of spread of the virus, the drinking fountains will be out of use, and the drinks machines in the canteen will also be turned off. It is important therefore that your child has enough drink with them to stay hydrated throughout the day.

## **Transport Provision**

### **Home to school transport**

We have been working closely with the transport providers regarding school transport. The numbers of students that can be accommodated on a bus is drastically reduced as I am sure you can understand. This makes the provision for out of county students unaffordable for small groups of students, alongside the risk, we have needed to assess as to whether we can be sure students will maintain social distancing whilst on a bus journey. The financial position is important, but the safety risk is also paramount in our minds.

### **Payments for out of catchment transport**

We wrote to all parents at the end of April to say that payments should be stopped from the 1 May and no more payments were to be made. We know that some parents have paid for the full year at the beginning of the year and we have this recorded carefully.

In order to maintain our contract, and be able to ensure the provision is still there when school's return for larger numbers of students; we are paying 50% of the contract price to our provider. Although most of the drivers are furloughed, this covers capital costs for the fleet that was put in place for our contract.

Over the next few weeks, we will be reviewing payments received from you and made to the contractor and contacting each parent about their individual position.